

ANNUAL RETURN 2022/2023

INSTRUCTIONS

- 1) Complete the Committee Members page **IN FULL**
(i.e., NAME, DOB, ADDRESS.) For ALL MEMBERS:
- 2) Complete the Membership Insurance Return/Invoice page
IN FULL
- 3) Complete the Payment Advice page and SIGN as indicated
- 4) Send the following pages in to the State Office with your remittance.
Page 2 & 3 Committee Members
Page 4 Payment Advice
- 5) Please retain 'Schedule of fees' page for future reference.
Membership fee reduction information is contained on Page 5.
- 6) **Please remember** to include any Rally Participants on Monthly Returns.

PAYMENT OF CLUB FEE & MEMBERSHIP FEES IN TOTAL - IS DUE BY 31ST JULY 2022.

Failure to do this will result in riders and clubs not being covered by Insurance.

1. Send in the **All Payments Details** Report for the month of JULY.

No exemptions. Forms will be sent back and a delay in insurance cover may result if form is not completed in full and correctly

If you have any queries or need assistance, please phone STATE OFFICE

Tel: (08) 7225 1805 between 10.00am - 2pm

ponyclubsa@gmail.com

132 ROSE TERRACE WAYVILLE SA 5034

If members require assistance with renewing membership, contact

kjandjc@gmail.com or 0409 202 454

ANNUAL RETURN CLUB AFFILIATION 2022/2023
Failure to send in fully completed forms may result in
non-affiliation with PCASA

NAME OF CLUB: _____ **INC**

POSTAL ADDRESS: This Postal Address is where **ALL** correspondence will be sent.

..... Post Code

CLUB PRESIDENT Address PO Box

..... Phone Email

Riding or non-riding member Date of birth

(Compulsory for Insurance purpose only)

CLUB SECRETARY Address

..... Phone Email

Riding or non-riding member Date of birth

(Compulsory for Insurance purpose only)

CO-ORDINATOR

(Chief Instructor must be a registered Pony Club instructor)

Address

..... Phone Email

Riding or non-riding member Date of birth

(Compulsory for Insurance purpose only)

TREASURER Address

..... Phone Email

Riding or non-riding member Date of birth

(Compulsory for Insurance purpose only)

VICE PRESIDENT Address

..... Phone Email

Riding or non-riding member Date of Birth

CHILD SAFE OFFICER Address

..... Phone Email

Riding or non-riding member Date of Birth

Please ensure these members above have renewed their membership in the JustGo Database

www.pca.justgo.com

NAME OF CLUB:INC.

CLUB COLOURS: JUMPER: TIE: SHIRT:

JODPHURS: SADDLE BLANKET:

enter below if more space required

Public Officer—does your Club have a Public Officer? If so, please print name of Officer,

.....

Do you plan to hold ODE events over the next 12 months? If you do, please remember to send your application form into the State Office by the closing date of the 10th of Oct. 2022. (PLEASE ENSURE CORRECT DATES) If dates are not presented to the November executive meeting, then your chosen date may not be available as another club may have secured that date.

CLUB RALLY GROUND LOCATION

.....

| | | | |
|-------------------------------------|---------------|---------------------------|---------------|
| ARE YOUR CLUB GROUNDS LEASED | YES/NO | OR OWNED | YES/NO |
| | | Please circle one. | |

Please fill out email contacts for all members: Please do this for all new members so office can keep an accurate data base for sending information direct. Please send in with your monthly returns:

*MONTHLY REPORTS TO BE SENT TO STATE OFFICE ON
TIME TO AVOID A FINE AND/OR SUSPENSION: even if there are no
new members – write or send an email to PCASA Office.*

ANNUAL STRENGTH RETURN/INVOICE – 2022/2023

PAYMENT ADVICE/INVOICE

ABN 15 288 078 234

Return this page with your payment AND keep a copy of everything you send in.

NAME OF CLUB:

PAYMENT : Pay the Club Affiliation Fee, and the full amount for each member as invoices will not be processed. This payment advice and subsequent Monthly Registration form will be your invoice. Please keep copies as this will be your receipt also.

RIDING MEMBERS – TOTAL FEE TO BE REMITTED.

**All members are now to renew/join using the PCA JustGo database
Please ensure your members are aware of their member numbers**

Club Affiliation fee (IS COMPULSORY).
Rules & packs Minutes plus postage includes GST.

\$100.00

TOTAL \$100.00

Direct Debit details: Pony Club Association of SA Inc. BSB 105-169, Account no 760400940

**PAYMENT - CLUB AFFILIATION FEE AND ALL PAYMENTS
DETAILS REPORT- DUE NO LATER THAN 31st JULY 2022.**

SIGNATURES

CLUB PRESIDENT:..... DATE:.....

CLUB SECRETARY:..... DATE.....

SCHEDULE OF FEES

RIDING MEMBERSHIP FEES: (Includes GST)

| | |
|--|------------------------|
| <u>RIDING MEMBER</u> - regardless of age | |
| SUBSCRIPTION | \$57.00 |
| TRAVEL FUND | \$4.00 |
| <u>Insurance</u> | <u>\$32.60</u> |
| PCA | \$ 22.00 |
| Total GST | <u>\$6.10</u> |
| TOTAL | <u>\$121.70</u> |

| | |
|--------------------------|----------------------|
| <u>NON-RIDING MEMBER</u> | |
| SUBSCRIPTION | \$4.00 |
| GST | <u>0.40</u> |
| TOTAL | <u>\$4.40</u> |

| | |
|-----------------------|-----------------------|
| <u>GROOM/STRAPPER</u> | |
| SUBSCRIPTION | \$29.46 |
| GST | 2.94 |
| <u>INSURANCE</u> | <u>\$32.60</u> |
| TOTAL | <u>\$65.00</u> |

CLUB affiliation FEE includes GST **\$100.00** each Club.

REDUCTION of MEMBERSHIP JOINING FEE

1st April 2023 through to 30th June 2023 - Total Fee is \$93.15 (includes insurance)

This fee applies to all riding members regardless of age.

A \$30 discount will apply for members who join after using Rally Participation 3 times from Jan 1st 2023

| | |
|---|-----------------------|
| <u>RIDING MEMBER</u> - regardless of age after 1 st April 2023– 30 th June 2023 | |
| SUBSCRIPTION | \$31.05 |
| TRAVEL FUND | \$4.00 |
| <u>Insurance</u> | <u>\$32.60</u> |
| SUB TOTAL | <u>\$67.65</u> |
| PCA | \$22.00 |
| GST | <u>\$ 3.50</u> |
| TOTAL | <u>\$93.15</u> |

CLUBS: This scheme is compulsory for ALL CLUBS and comes as a package for Minutes, Packs and other items plus postage

MEMBERS *join via www.pca.justgo.com*

ALL club financial Members: Riding & Non riding MUST be listed on the monthly ALL PAYMENTS DETAILS REPORT, INCLUDING COMMITTEE MEMBERS.

COMMITTEE *members are to be financial members on the JustGo Database*

INSTRUCTORS / COACHES who ride, are deemed to be Riding Members, and **must** pay the Riding Membership & Insurance via the JustGo database.

ALL financial Members, Riding & Non riding MUST be renewed/joined via the JustGo Database.

PLEASE make sure you save your All Payments Details Summary report with Your Club name and the month-year

PLEASE ensure your **All Payments Details Summary report** is received by the State Office by the 14th of the following month. E.G. January Report due by the 14th of February etc.

Instruction on how to renew membership, and extract the required All Payments Details Report are available on the webpage.

Please remember to fill out email details for direct contacts.